

APPENDIX N

OPERATIONAL SUPPORT AIRLIFT (OSA) PRIORITIES

1. General. Each Department of Defense Component must use the following priority and urgency codes when requesting OSA aircraft missions:

a. Priority Codes.

(1) Priority 1. Emergency. Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping operations directed by the Secretary of Defense or for emergency lifesaving purposes.

(2) Priority 2. Required. "Required use" airlift or airlift requests with compelling operational considerations making commercial transportation unacceptable. Considerations for making commercial transportation unacceptable may include time or delivery constraints, team travel restrictions, or security requirements. Mission cannot be satisfied by any other mode of travel.

(3) Priority 3. Cost Effective/Space Available. Official business airlift that is validated to be more cost-effective than commercial air travel when supported by military aircraft or official business travel when consolidated with another request(s) on previously scheduled missions.

b. Urgency Codes. These codes, which must be used within the framework of the priority codes, relate to the amount of time allowable between identification of the requirement and execution of the flight.

(1) Urgency 1 - Combat. Airlift of personnel or materiel in direct support of forces alerted for or engaged in general war or national contingency operations.

(2) Urgency 2 - Lifesaving or Operational. Airlift of personnel or materiel in direct support of lifesaving operation or operational forces deployed or preparing for mobilization.

(3) Urgency 3 - Humanitarian. Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.

(4) Urgency 4 - Critical. Airlift of personnel or materiel that, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

(5) Urgency 5 - Priority. Airlift of personnel or materiel that, while not fulfilling a higher urgency, would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation with other requests would not adversely affect unit requirements.

(6) Urgency 6 - Routine. Airlift of personnel or materiel scheduled as part of an organization's daily and/or weekly routine or travel that is qualified on a cost-effective basis but

does not meet the requirements of a higher urgency code. Changes or consolidation with other requests would not affect unit requirements.

APPENDIX O

ROUTING GUIDE FOR INTERNATIONAL AIR TRAVEL ON AIR MOBILITY COMMAND (AMC) CATEGORY B (PATRIOT EXPRESS) PASSENGER AIRLIFT

1. AMC Category B (Patriot Express) channel flights transport Department of Defense (DOD) passengers in full planeload lots on commercial aircraft chartered by AMC. DOD policy mandates AMC procured channel airlift (Category B) will be used in connection with international travel. See Chapter 103 for DOD Policy and procedures on the use of AMC Category B passenger travel. Flights operate internationally on a regular schedule between military and/or commercial air terminals. Reservations for passenger seats are made in the AMC Global Air Transportation Execution System (GATES) by official travel providers and DOD transportation offices.
2. This routing guide is not all inclusive of all routes serviced by AMC and was created primarily for routing permanent change of station (PCS) passengers. Refer to GATES or contact a Passenger Reservation Center (See Figure 103-1) for all routes serviced by AMC.

PART I

AMC PASSENGER CHANNEL FLIGHTS CATEGORY B (PATRIOT EXPRESS) ROUTING GUIDE CONUS OUTBOUND

KEY:

(C) = Commercial plane configured to carry passengers.

(Combi) = Commercial plane configured to carry passengers and cargo.

(M) = Military plane configured to carry passengers and cargo.

| TO COUNTRY (AMC ARRIVAL POINT) | FROM: | AMC DEPARTURE POINT(S) (AMC CHANNEL) | ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS: |
|---|--|--|---|
| ANTIGUA | | | |
| St Johns (SJH) | CONTINENTAL UNITED STATES (CONUS) | Patrick AFB FL (COF-SJH) (Combi) | Antigua |
| ASCENSION ISLAND | | | |
| Georgetown (ASI) | CONUS | Patrick AFB FL (COF-ASI) (Combi) | Ascension Island |
| AZORES | | | |
| Lajes Field (LGS) | CONUS | Atlanta International Airport (IAP) GA (ATL-LGS) (C) Baltimore IAP MD (BWI-LGS) (C) Norfolk NAS VA (NGU-LGS) (C) McGuire AFB NJ (WRI-LGS) (Combi) | Azores |
| BAHRAIN (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | | |
| Bahrain (BAH) | CONUS | Norfolk NAS VA NGU-BAH (C) | Bahrain |

| TO COUNTRY (AMC ARRIVAL POINT) | FROM: | AMC DEPARTURE POINT(S) (AMC CHANNEL) | ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS: |
|---|--------------|--|--|
| CRETE | | | |
| Souda Bay NAS (CHQ) | CONUS | Norfolk NAS VA (NGU-CHQ) (C) | Crete |
| CUBA | | | |
| Guantanamo Bay NAS (NBW) | CONUS | Jacksonville NAS FL (NIP-NBW) (C) Norfolk NAS VA (NGU-NBW) (C) | Guantanamo Bay NAS |
| DIEGO GARCIA | | | |
| Diego Garcia (NKW) | CONUS | Norfolk NAS VA (NGU-NKW) (C) Paya Lebar, Singapore (QPG-NKW) (Combi) (M) | Diego Garcia Atoll Singapore |
| GERMANY | | | |
| Rhein Main AB (FRF) | CONUS | Atlanta GA (ATL-FRF) (C) Baltimore IAP MD (BWI- FRF) (C) Charleston IAP* SC (CHS- FRF) (C) *Note: Effective FY03 Charleston IAP service will be dropped | Frankfurt (FRA), Ramstein AB, Rhein Main AB, Buchel, Sembach AB, Spangdahlem AB, Heidelberg, Mannheim, Darmstadt, Hanau, Giessen, Baumholder, Wiesbaden, Kaiserslautern, (or local areas of) |
| GREENLAND | | | |
| Thule AB (THU) | CONUS | Baltimore IAP MD (BWI-THU) (Combi) McGuire AFB NJ (WRI-THU) (Combi) | Greenland |
| HONDURAS | | | |
| Soto Cano (PLA)) | CONUS | Charleston AFB, SC CHS-PLA (M) | Honduras |

| TO COUNTRY (AMC ARRIVAL POINT) | FROM: | AMC DEPARTURE POINT(S) (AMC CHANNEL) | ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS: |
|---|------------------------|---|--|
| ICELAND | | | |
| Keflavik NAS (KEF) | CONUS | Baltimore IAP MD (BWI-KEF) (C) Norfolk NAS VA (NGU-KEF) (C) | Iceland |
| ITALY | | | |
| Aviano AFB (AVB) | CONUS | Atlanta IAP (IAP) GA (ATL-AVB) (C) Baltimore IAP MD (BWI-AVB) (C) | Aviano AFB, Venice, Vicenza, (or local areas of) |
| Naples NAS (NAP) | CONUS | Norfolk NAS VA (NGU-NAP) (C) | Naples NAS (or local area of) |
| Sigonella NAS (SIZ) | CONUS | Norfolk NAS VA (NGU-SIZ) (C) | Sigonella NAS, Fontanarossa Catania, (or local areas of), Sicily |
| JAMAICA | | | |
| Kingston (KIN) | Guantanamo NAS CUBA | Guantanamo NAS CUBA (NBW-KIN) (M) | Jamaica |
| JAPAN | | | |
| Iwakuni MCAS (IWA) | CONUS | Los Angeles IAP CA (LAX-IWA) (C) Seattle-Tacoma IAP WA (SEA-IWA) (C) | Iwakuni MCAS (or local area of) |
| Kadena AB (Okinawa) (DNA) | CONUS | Los Angeles IAP CA (LAX-DNA) (C) Seattle-Tacoma IAP WA (SEA-DNA) (C) | Okinawa, Ryukyu Island MCB Camp Butler, MCAS Futenma, Camp Foster, Camp Schwab, Camp Hansen, Camp Courtney, 10 ASG Torii Station |
| Misawa AB (MSJ) | CONUS | Los Angeles IAP CA (LAX-MSJ) (C) Seattle-Tacoma IAP WA (SEA-MSJ) (C) | Misawa AB (or local area of) |

| TO COUNTRY (AMC ARRIVAL POINT) | FROM: | AMC DEPARTURE POINT(S) (AMC CHANNEL) | ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS: |
|--|--------------|---|---|
| Yokota AB (OKO) | CONUS | Los Angeles IAP CA (LAX-OKO) (C) Seattle-Tacoma IAP WA (SEA-OKO) (C) | All other Japan locations except Iwakuni, Okinawa, Misawa, and Sasebo. See Part III for Sasebo. |
| KOREA | | | |
| Kunsan AB (KUZ) | CONUS | Seattle-Tacoma IAP WA (SEA-KUZ) (C) | Kunsan AB (or local area of) |
| Osan AB (OSN) | CONUS | Los Angeles IAP CA (LAX-OSN) (C) Seattle-Tacoma IAP WA (SEA-OSN) (C) | All of Korea except Kunsan, Chinhae and Pusan. See Part III for Chinhae and Pusan. |
| KUWAIT (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | | |
| Kuwait City (KWI) | CONUS | Baltimore IAP MD (BWI-KWI) (C) Atlanta IAP GA (ATL-KWI) (C) | Kuwait |

| TO COUNTRY (AMC ARRIVAL POINT) | FROM: | AMC DEPARTURE POINT(S) (AMC CHANNEL) | ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS: |
|--|--------------|---|---|
| KYRGYZSTAN (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | | |
| Manus (FRU) | CONUS | Baltimore IAP MD (BWI- FRU) (C) | Kyrgyzstan |
| OMAN (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | | |
| Masirah Island (MSH) | CONUS | Baltimore IAP MD (BWI- MSH) (C) | Masirah Island |
| Thumrait (TTH) | CONUS | Baltimore IAP MD (BWI- TTH) (C) | Thumrait |
| PUERTO RICO | | | |
| Roosevelt Roads NAS (NRR) | CONUS | Jacksonville NAS FL (NIP-NRR) (C) Norfolk NAS VA (NGU-NRR) (C) | Puerto Rico |
| QATAR (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | | |
| Al Udeid (IUD) | CONUS | Baltimore IAD MD (BWI-IUD) | Al Udeid |
| SAUDI ARABIA (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | | |
| Prince Sultan AB – Al Kharj (AKH) | CONUS | Baltimore IAP MD (BWI-AKH) (C) | Prince Sultan AB (Al Kharj) |

| TO COUNTRY (AMC ARRIVAL POINT) | FROM: | AMC DEPARTURE POINT(S) (AMC CHANNEL) | ROUTE PASSENGER ON CATEGORY B IF FINAL DESTINATION IS: |
|--|--------------|--|--|
| SPAIN | | | |
| Rota NAS (RTA) | CONUS | Norfolk NAS VA (NGU-RTA) (C) | Rota NAS, Jerez de la Frontera, Seville, (or local areas of) |
| TURKEY | | | |
| Incirlik AB - Adana (ADA) | CONUS | Baltimore IAP MD (BWI-ADA) (C) | Incirlik AB, Adana (or local areas of) |
| UNITED ARAB EMIRATES (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | | |
| Al Dhafra (DHF) | CONUS | Baltimore IAP MD (BWI- DHF) (C) | Al Dhafra |
| UNITED KINGDOM | | | |
| Mildenhall (MHZ) | CONUS | Baltimore IAP MD (BWI-MHZ) (C) | RAF Croughton, RAF Fairford, RAF Feltwell, RAF Lakenheath, RAF Mildenhall, RAF Molesworth/Alconbury/ Upwood, (or local areas of) |

PART II

AMC PASSENGER CHANNEL FLIGHTS CATEGORY B (PATRIOT EXPRESS) ROUTING GUIDE INBOUND TO CONUS

KEY:

(C) = Commercial plane configured to carry passengers.

(Combi) = Commercial plane configured to carry passengers and cargo.

(M) = Military plane configured to carry passengers and cargo.

| ROUTE PASSENGERS ON AMC CATEGORY B IF PASSENGER IS ORIGINATING: | TO: | AMC ARRIVAL POINT(S) (AMC CHANNEL) |
|---|---|--|
| ANTIGUA | | |
| St. Johns (SJH) | CONTINENTAL UNITED STATES (CONUS) | Patrick AFB FL (SJH-COF) (Combi) |
| ASCENSION ISLAND | | |
| Georgetown (ASI) | CONUS | Patrick AFB FL (ASI-COF) (Combi) |
| AZORES | | |
| Lajes Field (LGS) | CONUS | Atlanta International Airport (IAP) GA (LGS-ATL) (C) Baltimore IAP MD (LGS-BWI) (C) Norfolk NAS VA (LGS-NGU) (C) McGuire AFB NJ (LGS-WRI) (Combi) |
| BAHRAIN (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | |
| Bahrain (BAH) | CONUS | Norfolk NAS VA (BAH-NGU) (C) |
| CRETE | | |
| Souda Bay NAS (CHQ) | CONUS | Norfolk NAS VA (CHQ-NGU) (C) |
| CUBA | | |
| Guantanamo Bay NAS (NBW) | CONUS | Jacksonville NAS FL (NBW-NIP) (C) Norfolk NAS VA (NBW-NGU) (C) |
| DIEGO GARCIA | | |
| Diego Garcia (NKW) | CONUS Singapore | Norfolk NAS VA (NKW-NGU) (C) Paya Lebar, Singapore (NKW-QPG) (Combi) (M) |

| ROUTE PASSENGERS ON AMC CATEGORY B IF PASSENGER IS ORIGINATING: | TO: | AMC ARRIVAL POINT(S) (AMC CHANNEL) |
|--|---------------------|--|
| GERMANY | | |
| Rhein Main AB (FRF), Frankfurt (FRA), Ramstein AB, Buchel, Sembach AB, Spangdahlem AB, Heidelberg, Mannheim, Darmstadt, Hanau, Giessen, Baumholder, Wiesbaden, Kaiserslautern, (or local areas of) | CONUS | Atlanta IAP GA (FRF-ATL) (C) Baltimore IAP MD (FRF-BWI) (C) Charleston IAP* SC (FRF-CHS) (C) *Note: Effective FY03 Charleston IAP service will be dropped |
| GREENLAND | | |
| Thule AB (THU) | CONUS | Baltimore IAP MD (THU-BWI) (Combi) |
| HONDURAS | | |
| Soto Cano (PLA) | CONUS | Charleston AFB SC (PLA-CHS) (M) |
| ICELAND | | |
| Keflavik NAS (KEF) | CONUS | Baltimore IAP MD (KEF-BWI) (C) Norfolk NAS VA (KEF-NGU) (C) |
| ITALY | | |
| Aviano AFB (AVB), Venice, Vicenza, (or local areas of) | CONUS | Atlanta IAP GA (AVB-ATL) (C) Baltimore IAP MD (AVB-BWI) (C) |
| Naples NAS (NAP) (or local area of) | CONUS | Norfolk NAS VA (NAP-NGU) (C) |
| Sigonella NAS (SIZ), Fontanarossa Catania, (or local areas of), Sicily | CONUS | Norfolk NAS VA (SIZ-NGU) (C) |
| JAMAICA | | |
| Kingston (KIN) | Guantanamo NAS CUBA | Guantanamo NAS CUBA (KIN-NBW) (M) |
| JAPAN | | |
| Iwakuni MCAS (IWA), (or local area of) | CONUS | Los Angeles IAP CA (IWA-LAX) (C) Seattle-Tacoma IAP (IWA-SEA) (C) |
| Okinawa, Ryukyu Island, Kadena AB (DNA), MCB Camp Butler, Camp Courtney, MCAS Futenma, Camp Foster, Camp Hansen, Camp Schwab, 10 ASG Torii Station | CONUS | Los Angeles IAP CA (DNA-LAX) (C) Seattle-Tacoma IAP WA (DNA-SEA) (C) |
| Misawa AB (MSJ) (or local area of) | CONUS | Los Angeles IAP CA (MSJ-LAX) (C) Seattle-Tacoma IAP WA (MSJ-SEA) (C) |

| ROUTE PASSENGERS ON AMC CATEGORY B IF PASSENGER IS ORIGINATING: | TO: | AMC ARRIVAL POINT(S) (AMC CHANNEL) |
|---|------------|---|
| Yokota AB (OKO). All other locations in Japan, except Misawa, Okinawa, Iwakuni MCAS, and Sasebo. See Part III for Sasebo. | CONUS | Los Angeles IAP CA (OKO-LAX) (C) Seattle-Tacoma IAP WA (OKO-SEA) (C) |
| KOREA | | |
| Kunsan AB (KUZ) | CONUS | Seattle-Tacoma IAP WA (KUZ-SEA) (C) |
| Osan AB (OSN) All other locations in Korea, except, Kunsan, Chinhae and Pusan (See Part III for Chinhae and Pusan) | CONUS | Los Angeles IAP CA (OSN-LAX) (C) Seattle-Tacoma IAP WA (OSN-SEA) (C) |
| KUWAIT (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | |
| Kuwait City (KWI) | CONUS | Baltimore IAP MD (KWI-BWI) (C) Atlanta IAP GA (KWI-ATL) (C) |
| KYRGYZSTAN (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | |
| Manus (FRU) | CONUS | Baltimore IAP MD (FRU-BWI) (C) |
| OMAN (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | |
| Thumrait (TTH) | CONUS | Baltimore IAP MD (FRU-BWI) (C) |
| Masirah Island (MSH) | CONUS | Baltimore IAP MD (MSH-BWI) (C) |
| PUERTO RICO | | |
| Roosevelt Roads NAS (NRR) | CONUS | Jacksonville NAS FL (NRR-NIP) (C) Norfolk NAS VA (NRR-NGU) (C) |
| QATAR (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | |
| Al Udeid (IUD) | CONUS | Baltimore IAP MD (IUD-BWI) (C) |
| SAUDI ARABIA (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | |
| Prince Sultan AB-Al Kharj (AKH) | CONUS | Baltimore IAP MD (AKH-BWI) (C) |
| SPAIN | | |
| Rota NAS (RTA), Jerez de la Frontera, | CONUS | Norfolk NAS VA (RTA-NGU) (C) |

| ROUTE PASSENGERS ON AMC CATEGORY B IF PASSENGER IS ORIGINATING: | TO: | AMC ARRIVAL POINT(S) (AMC CHANNEL) |
|---|------------|--|
| Seville (or local area of) | | |
| TURKEY | | |
| Incirlik AB-Adana (ADA) | CONUS | Baltimore IAP MD (ADA-BWI) (C) Charleston IAP* SC (ADA-CHS) (C) *Note: Effective FY03 Charleston IAP service will be dropped |
| UNITED ARAB EMIRATES (See USCINCCENT 042148Z Mar 02 message at Attachment 1 for further guidance) | | |
| Al Dhafra (DHF) | CONUS | Baltimore IAP MD (DHF-BWI) (C) Charleston IAP* SC (DHF-CHS) (C) *Note: Effective FY03 Charleston IAP service will be dropped |
| UNITED KINGDOM | | |
| RAF Mildenhall (MHZ), RAF Croughton, RAF Fairford, RAF Feltwell, RAF Lakenheath, RAF Molesworth/Alconbury/Upwood, (or local areas of) | CONUS | Baltimore IAP MD (MHZ-BWI) (C) |

PART III

ALTERNATIVE COMMERCIAL ROUTING IF AMC SERVICE NOT AVAILABLE

The following table serves as routing guidance to the nearest commercial airport if AMC Category B (Patriot Express) service is not available or AMC does not service the destination.

(Refer to Parts I and II for specific locations serviced by AMC Category B.)

| COMMERCIAL AIRLIFT | |
|---|---------------------------------------|
| TO: | CLOSEST COMMERCIAL AIRPORT(S) |
| Alaska | |
| Elmendorf AFB | ANC - Anchorage International Airport |
| Eielson AFB | FAI - Fairbanks International Airport |
| Australia | ASP – Alice Springs Airport |
| | BNE - Brisbane International |
| | BME - Broom International |
| | DRW – Darwin International |
| | MEL – Melbourne International |
| | PER – Perth International |
| | SYD – Sydney International |
| Azores, Portugal | |
| Lajes Field | TER - Terceira Island |
| Bahrain | |
| Bahrain | BAH – Manama |
| Bosnia | |
| Sarajevo | SJJ - Sarajevo |
| Tuzla AB | SJJ - Sarajevo |
| Croatia | |
| Zagreb | ZAG - Zagreb |
| Cuba | |
| Guantanamo Bay | None |
| Diego Garcia | |
| Diego Garcia, British Indian Ocean Territories (BIOT) | None |
| France | |
| Istre | MRS - Marseilles |

| COMMERCIAL AIRLIFT | |
|---------------------------|--------------------------------------|
| TO: | CLOSEST COMMERCIAL AIRPORT(S) |
| Germany | |
| Ansbach | NUE/MUC - Nuremberg/Munich |
| Bad Aibling | STR/MUC - Stuttgart/Munich |
| Bamburg | NUE/MUC - Nuremberg/Munich |
| Baumholder | FRA -Frankfurt International |
| Buchel | FRA -Frankfurt International |
| Darmstadt | FRA -Frankfurt International |
| Garmisch | STR/MUC - Stuttgart/Munich |
| Giessen | FRA -Frankfurt International |
| Geilenkirchen AB | BRU - Brussels International |
| Grafenwoehr | NUE/MUC - Nuremberg/Munich |
| Hanau | FRA -Frankfurt International |
| Hohenfels | NUE/MUC - Nuremberg/Munich |
| Kaiserslautern | FRA -Frankfurt International |
| Kitzingen | NUE/MUC - Nuremberg/Munich |
| Mannheim | FRA -Frankfurt International |
| Wiesbaden | FRA -Frankfurt International |
| Ramstein AB | FRA -Frankfurt International |
| Rhein Main AB | FRA -Frankfurt International |
| Schweinfurt | NUE/MUC - Nuremberg/Munich |
| Sembach AB | FRA -Frankfurt International |
| Spangdahlem AB | FRA -Frankfurt International |
| Stuttgart | STR/MUC - Stuttgart/Munich |
| Vilseck | NUE/MUC - Nuremberg/Munich |
| Wuerzburg | NUE/MUC - Nuremberg/Munich |
| Greece | |
| Araxos AB | ATH - Athens |
| Larissa | SKG - Thessaloniki |
| Greenland | |
| Thule AB | THU - Thule |
| Guam | |
| Andersen AFB | GUM - WonPat International Airport |
| Hawaii | |
| Hickam AFB | HNL - Honolulu International Airport |

| COMMERCIAL AIRLIFT | |
|---------------------------|--|
| TO: | CLOSEST COMMERCIAL AIRPORT(S) |
| Hungary | |
| Taszar AB | BUD - Budapest |
| Iceland | |
| Keflavik | RKV - Reykjavik Iceland |
| Israel | |
| Tel Aviv | TLV - Tel Aviv |
| Italy | |
| Aviano AB | VCE - Venice |
| Ghedi AB | VRN – Verona (1 st choice) MXP – Milan (2 nd choice) |
| LaMaddalena | OLB - Olbia |
| Naples | NAP - Naples |
| San Vito | BDS - Brindisi |
| Camp Darby | PSA - Pisa |
| Sigonella, Sicily | CTA - Fontanarossa Catania |
| Vicenza | VCE - Venice |
| Japan | |
| Kadena AB, Okinawa | OKA - Naha, Okinawa |
| Yokota AB | HND/NRT - Haneda/Narita, Tokyo |
| Misawa AB | MSJ - Misawa |
| Iwakuni MCAS | HIJ - Hiroshima, then rail service to Iwakuni, MCAS or OSA Osaka*, then rail service to Iwakuni, MCAS. *Note: Ensure Osaka passengers have at least \$300.00 (USD), per person, to convert to yen to defray the cost of rail and incidental expenses |
| Sasebo | FUK/NGS – Fukuoka/Nagasaki |
| Korea | |
| Chinhae | PUS - Pusan |
| Kunsan AB | ICN - Incheon International Airport |
| Osan AB | ICN - Incheon International Airport |
| Pusan | PUS - Pusan |
| Kuwait | |
| Kuwait City | KWI - Kuwait City |
| Macedonia | |
| Skopje | SKP - Skopje |
| Camp Able Sentry | SKP - Skopje |
| Norway | |

| COMMERCIAL AIRLIFT | |
|---------------------------|--|
| TO: | CLOSEST COMMERCIAL AIRPORT(S) |
| Stavanger | SVG - Sola/Stavanger |
| Saudi Arabia | |
| Prince Sultan | RUH - King Khaled International, Riyadh |
| Singapore | |
| Singapore | SIN - Singapore Changi |
| Spain | |
| Rota | XRY - Jerez de la Frontera |
| Moron AB | SVQ - Seville |
| Turkey | |
| Ankara | ESB - Ankara |
| Eskisehir AB | ESB - Ankara |
| Incirlik AB | ADA - Adana |
| Izmir | IGL - Izmir |
| United Kingdom | |
| RAF Croughton | LGW - Gatwick, LHR - Heathrow, STN -Stansted |
| RAF Fairford | LGW - Gatwick, LHR - Heathrow, STN -Stansted |
| RAF Feltwell | LGW - Gatwick, LHR - Heathrow, STN -Stansted |
| RAF Lakenheath | LGW - Gatwick, LHR - Heathrow, STN -Stansted |
| RAF Menwith Hill | LBA - Leeds |
| RAF Mildenhall | LGW - Gatwick, LHR - Heathrow, STN -Stansted |
| RAF Molesworth | LGW - Gatwick, LHR - Heathrow, STN -Stansted |

ATTACHMENT ONE

01 01 042148Z MAR 02 PP RR UUUU AT ZYUW

NO

USCENTCOM MACDILL AFB FL//CCJ4-M//

HQ DA WASHINGTON DC//DCSLOG/TSP/TSZ//

HQ USAF WASHINGTON DC//ILT/ILTT/ILS//

CNO WASHINGTON DC//N41//

CMC WASHINGTON DC//LF/LFT/LPC/LPO/LPI/PP//

USTRANSCOM SCOTT AFB IL//TCJ3/4//

USEUCOM VAIHINGEN GE//ECJ4/ECJ4-MRD/LRC//

USCINCFCOM NORFOLK VA//JO2M/J4/JRLR//

USCINCPAC HONOLULU HI//J4/TLOC//

HQ DLA FT BELVOIR VA//J33/J34/J341/DLA-01/DLA-OT//

USSOCOM MACDILL AFB FL//SOAL-L/SOOP//

INFO USTRANSCOM SCOTT AFB IL//TCJ3-ODJ/LT/LRC/TCJ4-BC//

JOINT STAFF WASHINGTON DC//J4-LRC//

COMUSARCENT-CDRUSATHIRD FORT MCPHERSON GA//CFLCC-C4/

G4//

COMUSCENTAF SHAW AFB SC//A4-LGT/A4//

COMUSMARCENT//G3/G4//

COMUSNAVCENT//N4/N3//

CTF 53

HQ TACC SCOTT AFB IL//CC/XOG/XOGE/XOP//

HQ AMC SCOTT AFB IL//DON/FM/LG//

HQ USAFE RAMSTEIN AB GE//LGT/LGXI/LRC/TDMC-ACA//

COMSOCCENT MACDILL AFB FL//J3/J4/J5//
CJTF SWA//DIRMOBFOR/CC/CV/JMC/A3/A4/SGXP//
CJTF DOHA KU//CFLCC/C3/C4/SG//
CINCLANTFLT NORFOLK VA
CDR598TH TRANS GP TML ROTTERDAM NL
726AMSS RHEIN MAIN AB GE//CC/TR//
723AMSS RAMSTEIN AB GE//CC/TR//
721AMSG RAMSTEIN AB GE//CC/CD/TR/DO//
CDRUSAREUR HEIDELBERG GE//DCSOPS/DCSLOG//
MARFORPAC CAMP SMITH HI//G3/G4//
NAVTRANSSUPPCENT NORFOLK VA//00/N30/N31//
SOCCENT FORWARD BAHRAIN
6TRANS MACDILL AFB FL//LGTT//
HQ AFMC WRIGHT PATTERSON AFB, OH//LGT/LGS/ACA//
DDC NEW CUMBERLAND PA
436APS DOVER DE//CC/TR//
HQ AAFES DALLAS TX
GSA FSS CENTRAL OFFICE ARLINGTON VA//FSD/GUTIERREZ//
COMMARFORPAC//G3/G4//
CDRFORSCOM FT MCPHERSON GA//AFOP-TR/AFOP-TRX/AFLG-PO/AF
IN-OD/AFIS-CCX//
HQ ACC LANGLEY AFB, VA//LGT/LGS//
HQ AETC RANDOLPH AFB TX//LGT/LGS//
USCENTCOM MACDILL AFB FL//CCJ1/CCJ2/CCJ3/CCJ3-PJ/CCJ4/C
CJ5/CCJ6/CCJ8/SUPR//

UNCLAS

SUBJ:UPDATED CENTCOM AOR CARGO/PASSENGER ROUTING INSTRUCTIONS

REQUEST ALL ADDRESSEES PASS THIS INFORMATION TO ALL THEIR UNITS AND ALL CONCERNED.

REF A/USCINCCENT MSG DTG 292205Z OCT 01, CENTCOM AOR

SHIPPING/PASSENGER INSTRUCTIONS FOR OEF

REF B/USCINCCENT MSG DTG 112152Z JAN 02, OEF WEAPONS AND AMMO

INCHECKED BAGGAGE VIA COMMERCIAL AIRCRAFT

PART I- GENERAL INFORMATION

1. INFORMATION BELOW PROVIDES UPDATED GENERAL MOVEMENT GUIDANCE FOR CENTCOM AOR LOCATIONS. REQUEST ALL ADDRESSEES PASS THIS INFORMATION TO ALL CONCERNED WITH MOVING THEIR CARGO AND PASSENGERS EXPEDITIOUSLY.

THIS MESSAGE PERTAINS TO ALL PERSONNEL TRAVELING TO/FROM SOUTHWEST ASIA (SWA) AND THE CENTRAL ASIAN STATES (CAS). MEMBERS WILL UTILIZE AIR MOBILITY (AMC) ORGANIC OR CONTRACTED CHANNEL AIRLIFT AS THEIR PRIMARY MEANS OF TRAVEL. PERSONNEL TRAVELING ON OTHER THAN AMC CHANNEL AIRLIFT MISSIONS TO SWA AND CAS MUST REFER TO THE INSTRUCTIONS CONTAINED IN THE DEPARTMENT OF DEFENSE (DOD) FOREIGN CLEARANCE GUIDE (FCG) AT [HTTP://WWW.FCG.PENTAGON.MIL](http://www.fcg.pentagon.mil) (ALL LOWERCASE).

| COUNTRY IDENTIFIER | LOCATION | ICAO | AIR TERMINAL ID |
|--------------------|----------------|------|-----------------|
| AFGHANISTAN | BAGRAM | OA1X | OA1 |
| | QANDAHAR | OAKN | KDH |
| | MAZAR-E-SHARIF | OAMS | MZR |
| BAHRAIN | MANAMA | OBBI | BAH |
| | SHAIKH ISA | OBBS | HSA |
| DIEGO GARCIA | DIEGO GARCIA | FJDG | NKW |
| KUWAIT | ALI AL SALEM | OKAS | KEZ |
| | AL JABER | OKAJ | IZE |

| | | | |
|--------------------|-----------------|------|-----|
| | KCIA | OKBK | KWI |
| KYRGYZSTAN | BISHKEK-MANAS | UAFM | FRU |
| OMAN | MASIRAH | OOMA | MSH |
| | SEEB | OOMS | MCT |
| | THUMRAIT | OOTH | TTH |
| PAKISTAN | JACOBABAD | OPJA | JAG |
| | SHAMSI | OPBI | OP4 |
| QATAR | AL UDEID | OTBH | IUD |
| | DOHA | OTBD | DOH |
| SAUDI ARABIA (KSA) | PRINCE SULTAN | OEPS | AKH |
| TAJIKISTAN | DUSHANBE | UTDD | DYU |
| UNITED ARAB | AL DHAFRA | OMAM | DHF |
| EMIRATES (UAE) | FUJAIRAH | OMFJ | FJR |
| UZBEKISTAN | KARSHI-KHANABAD | UTSK | KSQ |

PART II-CARGO MOVEMENT:

GENERAL INFORMATION. STRICT COMPLIANCE WITH THE INFORMATION BELOW WILL ENSURE CARGO REACHES ITS FINAL DESTINATION IN A TIMELY MANNER. PRINCE SULTAN AB (PSAB) CANNOT BE USED AS A TRANSIENT POINT FOR CARGO ASSIGNED OUTSIDE KSA. THIS IS A DIRECT VIOLATION OF THE FCG, CUSTOMS AND IMMIGRATION. SHIPPERS SHOULD PLAN ACCORDINGLY AS ALL FLIGHTS ARE SUBJECT TO CHANGE.

A. DOVER AFB, DE-AERIAL PORT OF EMBARKATION (APOE) FOR SHIPMENTS TO: AL JABER, ALI AL SALEM, KUWAIT (KCIA), BISHKEK-MANAS, MASIRAH, SEEB (INCLUDES BAGRAM AND AIR FORCE CARGO FOR JACOBABAD), THUMRAIT, AL UDEID, DOHA (INCLUDES BAGRAM, ARMY CARGO FOR JACOBABAD, QANDAHAR, AND SHAMSI), PSAB, AND KARSHI-KHANABAD (INCLUDES BAGRAM, MAZAR-E-SHARIF, AND DUSHANBE VIA INCIRLIK AB).

B. NORFOLK NAS, VA-APOE FOR SHIPMENTS TO: BAHRAIN (INCLUDES SHAIKH ISA), AL DHAFRA, AND FUJAIRAH. DIEGO GARCIA ALSO HAS REGULAR MOVEMENTS THROUGH BAHRAIN BUT THE PRIMARY CONUS CARGO SHIPPING POINT FOR DIEGO GARCIA IS TRAVIS AFB, CA.

C. RAMSTEIN AB, GER-EUROPEAN APOE FOR SHIPMENTS TO: BAGRAM, BISHKEK-MANAS, BAHRAIN (INCLUDES SHAIKH ISA AND FUJAIRAH), KCIA (INCLUDES ALI AL SALEM AND AL JABER), SEEB (INCLUDES AIR FORCE CARGO FOR JACOBABAD, MASIRAH, AL DHAFRA AND THUMRAIT), DOHA (INCLUDES AL UDEID, ARMY CARGO FOR JACOBABAD, QANDAHAR, AND SHAMSI), PSAB, AND KARSHI-KHANABAD (INCLUDES MAZAR-E-SHARIF, BAGRAM (IF NOT DIRECT), AND DUSHANBE VIA INCIRLIK AB, ADANA TURKEY).

D. KADENA AB, OKINAWA-APOE SHIPMENTS TO: BAHRAIN

E. SIGONELLA AB, ITALY-TRANSSHIPMENT APOE NORMALLY FOR SHIPMENTS TO: AL DHAFRA, BAHRAIN, DOHA, SEEB, THUMRAIT.

PART III-PASSENGER MOVEMENT

GENERAL INFORMATION. STRICT COMPLIANCE WITH THE BELOW INFORMATION WILL ENSURE PASSENGERS REACH THEIR FINAL DESTINATIONS IN A TIMELY MANNER. PASSENGERS SHOULD NOT BE FORCED INTO THE AOR TO MEET DATE REQUIRED IN-PLACE (DRI) MOVEMENT DATES. PASSENGERS ARE REMINDED TO UTILIZE AMC ORGANIC/CONTRACTED AIRLIFT AS THEIR PRIMARY MEANS OF TRAVEL. FORCE PROTECTION MUST BE OF PRIMARY CONCERN BEFORE PASSENGERS ARE SCHEDULED FOR TRAVEL ON OTHER THAN AMC ORGANIC/CONTRACTED AIRLIFT MISSIONS. PRESENTLY, NO COMMERCIAL TRAVEL ARRANGEMENT CAPABILITIES EXIST AT AFGHANISTAN, KYRGYZSTAN, OMAN, PAKISTAN (EXCEPT FOR ISLAMABAD), AND QATAR AIR BASES. EXCEPTIONS CAN BE APPROVED ON A CASE-BY-CASE BASIS BASED ON THE MISSION EXPEDIENCY REQUIREMENT AS JUSTIFIED TO THE COMPONENT 0-6 LOGISTICIAN. PSAB CANNOT BE USED AS A TRANSIENT POINT FOR PASSENGERS ASSIGNED DUTY OUTSIDE KSA. THIS IS A DIRECT VIOLATION OF THE FCG, CUSTOMS AND IMMIGRATION. FURTHERMORE, MEMBERS TRAVELING THROUGH INCIRLIK AB, ADANA TURKEY MUST HAVE NATO ORDERS IN CONJUNCTION WITH TAD/TDY/PCS ORDERS. FAILURE TO DO SO WILL RESULT IN MEMBER REROUTED TO GERMANY TO OBTAIN REQUIRED ORDERS AND/OR ADDITIONAL CUSTOMS CHARGES TO BE PAID IN US CASH CURRENCY ONLY. PERSONNEL ARE REMINDED TO PLAN ACCORDINGLY SINCE ALL FLIGHTS ARE SUBJECT TO CHANGE.

(1) IAW DOD 4500.9-R, DTR, PART 1, AND AMCI 24-101, VOLUME 15, MILITARY AIRLIFT, PASSENGERS ARE AUTHORIZED TO CHECK TWO PIECES OF BAGGAGE NOT TO EXCEED 70 POUNDS EACH (140 POUNDS TOTAL) AND 62 LINEAR INCHES (THE SUM OF THE LENGTH PLUS THE WIDTH PLUS THE HEIGHT). SINGLE ITEMS EXCEEDING 70 POUNDS AND/OR 62 LINEAR INCHES WILL BE COUNTED AS TWO PIECES AND THEREFORE, FULFILL THE PASSENGERS ALLOWANCE. ITEMS EXCEEDING 100 POUNDS WILL NOT BE ACCEPTED. ALL AUTHORIZED EXCESS BAGGAGE MUST BE ANNOTATED ON TRAVEL ORDERS AND MUST INDICATE THE NUMBER OF AUTHORIZED PIECES.

(2) WEAPONS AND AMMUNITION. THERE HAVE BEEN SEVERAL PROBLEMS WITH WEAPONS AND SMALL ARMS AMMUNITION (1.4S). IAW THE DTR, APPENDIX L, SMALL ARMS AMMUNITION (1.4S) AND HAZARDOUS MATERIALS (HAZMAT) CANNOT BE SHIPPED IN CHECKED BAGGAGE. SMALL ARMS AMMUNITION MUST BE CERTIFIED AND SHIPPED AS FREIGHT FROM A MILITARY INSTALLATION. THERE IS NO SPECIAL HANDLING SECTION TO PROCESS HAZMAT CARGO AT THE AMC COMMERCIAL GATEWAYS (I.E. BALTIMORE, SEATAC). IF DEPLOYING TROOPS ARRIVE AT COMMERCIAL GATEWAYS WITH 1.4S, THEY WILL BE INSTRUCTED TO GO TO A MILITARY INSTALLATION TO HAVE THE AMMUNITION CERTIFIED AND MOVE AS FREIGHT, OR IT MUST BE LEFT BEHIND AT A NEARBY MILITARY INSTALLATION. PLEASE KEEP IN MIND THAT WEAPONS CAN BE ACCOMMODATED, BUT MUST BE IN A LOCKED CONTAINER AND PROCESSED AS CHECKED BAGGAGE. WEAPONS STORAGE CAPABILITY IS NON EXISTENT AT COMMERCIAL GATEWAYS; THEREFORE, TROOPS ARE RESPONSIBLE FOR STORING WEAPONS IF TROOPS ARRIVE EARLY OR THE MISSION DELAYS.

(3) NORFOLK NAS WILL BE CLOSING THEIR RUNWAY FOR REPAIRS ON 27 APRIL 02 TO 30 JUN 02. DURING THAT TIME ALL DEPARTING PASSENGERS WILL CONTINUE TO REPORT TO THE NORFOLK AIR TERMINAL FOR DEPARTING FLIGHTS. PASSENGERS WILL PROCESS AND CHECK THEIR BAGGAGE AT THE NORFOLK AIR TERMINAL, THEN BE BUSED TO LANGLEY AFB FOR FLIGHT BOARDING AND DEPARTURE. PLEASE ENSURE PASSENGERS DO NOT GO DIRECTLY TO LANGLEY AFB; ALL PASSENGERS MUST BE PROCESSED AT NORFOLK. THE NORFOLK AIR TERMINAL MANAGER REQUESTS A THREE-HOUR SHOW TIME FOR DEPARTING FLIGHTS.

A. BALTIMORE-WASHINGTON INT'L (BWI)-APOE FOR PASSENGERS DESTINED TO: AL UDEID (INCLUDES SEEB, JACOBABAD AND DOHA (INCLUDES CAMP SNOOPY, QANDAHAR, AND SHAMSI), KCIA (INCLUDES ALI AL SALEM, CAMP DOHA AND AL JABER), BISHKEK-MANAS, MASIRAH, PSAB, THUMRAIT, AND KARSHI-KHANABAD (INCLUDES BAGRAM AND MAZAR-E-SHARIF VIA INCIRLIK AB, ADANA TURKEY).

B. NORFOLK NAS-APOE FOR PASSENGERS DESTINED TO: BAHRAIN (INCLUDING SHAIKH ISA AND FUJAIRAH) AND AL DHAFRA. NOTE: THREE (3) HOUR MINIMUM SHOW-TIME REQUIREMENT FROM 27 APR TO 30 JUN 02.

C. RHEIN MAIN AB/FRANKFURT, GER-EUROPEAN APOE FOR PASSENGERS DESTINED TO: BISHKEK-MANAS, PSAB, MASIRAH, THUMRAIT, AL UDEID (INCLUDES SEEB, JACOBABAD AND DOHA (INCLUDES CAMP SNOOPY VIA GROUND TRANSPORTATION)), QANDAHAR, AND SHAMSI), AND KARSHI-KHANABAD (INCLUDES BAGRAM AND MAZAR-E-SHARIF VIA INCIRLIK AB, ADANA TURKEY).

D. RAMSTEIN AB, GER-EUROPEAN APOE FOR PASSENGERS DESTINED TO: DOHA (INCLUDES BAGRAM AND QANDAHAR), KCIA, PSAB, AND SEEB (INCLUDES MASIRAH, JACOBABAD AND AL DHAFRA, BUT PRIMARY IS RHEIN MAIN). NOTE: MOST MISSIONS FROM RAMSTEIN ARE CARGO MISSIONS NOT PASSENGER, BUT A

SHUTTLE BUS RUNS REGULARLY BETWEEN RAMSTEIN AND RHEIN MAIN-EXPECT 24-72 HOUR DELAY WHEN USING THIS APOE FOR PASSENGER MOVEMENT.

E. KUWAIT CITY INTERNATIONAL AIRPORT (KCIA), KUWAIT-INTRATHEATER APOE FOR PASSENGERS DESTINED TO: BAHRAIN, AL DHAFRA, DOHA, FUJAIRAH, AL UDEID, ALI AL SALEM, AND SEEB.

F. SEEB, OMAN-INTRATHEATER APOE FOR PASSENGERS DESTINED TO: AL DHAFRA, BAGRAM, PSAB, JACOBABAD, QANDAHAR, THUMRAIT, MASIRAH.

G. AL UDEID, QATAR-INTRATHEATER APOE FOR PASSENGERS DESTINED TO: SEEB, JACOBABAD, QANDAHAR, AND SHAMSI. AL DHAFRA HAS DIRECT FLIGHTS EOW FROM NORFOLK, HOWEVER, AL UDEID CAN BE USED AS AN ALTERNATIVE FROM BALTIMORE, BUT ONWARD TRAVEL MAY TAKE 24-72 ADDITIONAL HOURS.

H. MASIRAH, OMAN-INTRATHEATER APOE FOR PASSENGERS DESTINED TO: JACOBABAD, QANDAHAR, AND BAGRAM

I. STANDING THEATER AIRLIFT ROUTES (STAR) GO REGULARLY FROM ALL INTRATHEATER LOCATIONS TO MAJOR THEATER HUBS. IF YOU HAVE QUESTIONS, YOU CAN CONTACT THE JMC THROUGH THE PHONE NUMBER LISTED. IF YOU ARE A PASSENGER IN THE THEATER, CONTACT THE AIR TERMINAL OPERATIONS CENTER (ATOC) OR PASSENGER TERMINAL AT YOUR LOCATION FOR ONWARD TRANSPORTATION.

PART IV-WWX INFORMATION

WWX SHIPMENTS MUST BE MARKED TO GO TO THE FINAL BEDDOWN LOCATION AND NOT THE AERIAL PORT OF DEBARKATION (APOD), SINCE IN SOME CASES THE APOD MAY BE A TRANSSHIPMENT POINT FOR ONWARD MOVEMENT.

PART V TPFDD CARGO MOVEMENT. UNAGGREGATED CARGO SHOULD BE MOVED TO APPROPRIATE APOD IN PART II FOR INTRATHEATER MOVEMENT TO BEDDOWN LOCATION. AGGREGATED CARGO SHOULD MOVE DIRECTLY TO FINAL BEDDOWN LOCATION.

PART VI SUSTAINMENT CARGO MOVEMENT DODAAC'S; PROJECT CODE 9GF (OEF) AND 9BU (OSW).

AL DHAFRA APOE: DOVER DODAAC: FB 4811 MILCODE: DHF APOD: OMAM

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN AB, GERMANY TO SEEB, OR DOHA AS AN ALTERNATIVE.

AL JABER APOE: DOVER DODAAC: FB 5819 MILCODE: IZE APOD: OKBK

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE ROUTE ALL THROUGH RAMSTEIN AB, GERMANY TO KCIA.

ALI AL SALEM APOE: DOVER DODAAC: FB 5820 MILCODE: KEZ APOD: OKBK

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN AB, GERMANY TO KCIA.

AL UDEID APOE: DOVER DODAAC: FB 4804 MILCODE: IUD APOD: OTBH

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN AB, GERMANY TO DOHA, QATAR. TO FACILITATE CARGO MOVEMENT, CARGO CAN BE SENT TO OOMS (SEEB) FOR TRANSSHIPMENT.

BAGRAM APOE: DOVER DODAAC: W91EB8 MILCODE: OA1 APOD: OA1X

FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN AB, GERMANY TO INCIRLIK, TURKEY FOR TRANSSHIPMENT TO UTSK (KARSHI-KHANABAD). SPECIAL NOTES: RECOMMEND UNITS DO NOT SEND WWX SHIPMENTS DIRECTLY INTO BAGRAM.

BISHKEK-MANAS APOE: DOVER DODAAC: FB 5804 MILCODE; FRU APOD: UAFM

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE (APOE). FROM EUROPE, ROUTE ALL SHIPMENTS THROUGH RAMSTEIN, AB GERMANY.

CAMP SNOOPY, QATAR IS INCLUDED IN DOHA, QATAR.

CAMP DOHA, KUWAIT IS INCLUDED IN KUWAIT CITY INTERNATIONAL AIRPORT.

DUSHANBE, TAJIKISTAN APOE DOVER DODAAC: FB5879 MILCODE: DYU APOD: UTDD

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN FOR TRANSPORTATION TO KARSHI KHANABAD.

DIEGO GARCIA APOE: TRAVIS DODAAC: FB 4872 MILCODE: NKW APOD: FJDG

CARGO MAY ALSO BE TENDERED TO NORFOLK NAVAL AIR TERMINAL, VIRGINIA BUT IS NOT THE PRIMARY ROUTING AND MAY DELAY CARGO DELIVERY.

DOHA, QATAR (CAMP SNOOPY)

APOE: DOVER DODAAC (AIR FORCE): FY5800 DODAAC (ARMY): W91DXY
MILCODE: DOH APOD: OTBD

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN AB, GERMANY. TO FACILITATE CARGO MOVEMENT, CARGO CAN BE SENT TO OOMS (SEEB) FOR TRANSSHIPMENT.

JACOBABAD

APOE: DOVER DODAAC (AIR FORCE): FB5802 DODAAC (ARMY): W91DJJ MILCODE: JAG APOD: OPJA

FROM CONUS, ROUTE ALL SHIPMENTS VIA AMC ONLY FROM DOVER AFB, DELAWARE TO SEEB AB, OMAN FOR ONWARD TRANSPORTATION TO JACOBABAD (ULTIMATE CONSIGNEE). FROM EUROPE, ROUTE ALL SHIPMENTS THROUGH RAMSTEIN AB, GERMANY. ROUTE ALL ARMY SHIPMENTS FROM DOVER AFB, DELAWARE TO DOHA, QATAR FOR ONWARD TRANSPORTATION TO JACOBABAD (ULTIMATE CONSIGNEE). FROM EUROPE, ROUTE ALL ARMY SHIPMENTS THROUGH RAMSTEIN AB FOR DOHA, QATAR. DO NOT ROUTE ARMY CARGO THROUGH SEEB, OMAN UNLESS PRIOR APPROVAL IS RECEIVED. SPECIAL NOTES: DO NOT SEND WWX SHIPMENTS DIRECTLY INTO JACOBABAD.

KARSHI KHANABAD

APOE: DOVER DODAAC: FB5801 MILCODE: KSQ APOD: UTSK

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN AB, GERMANY FOR TRANSSHIPMENT TO INCIRLIK AB, ADANA TURKEY. WWX BY DHL CLAIMS 3-4 DAYS TRANSIT TIME FROM CONUS.

KUWAIT CITY INTERNATIONAL AIRPORT (KCIA), KUWAIT (CAMP DOHA)

APOE: DOVER DODAAC: W81PLY MILCODE: KWI APOD: OKBK

ROUTE ALL SHIPMENTS VIA AMC FROM DOVER AIR FORCE BASE, DELAWARE TO KCIA, KUWAIT. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN.

MASIRAH

APOE: DOVER DODAAC (AIR FORCE): FB5634 DODAAC (ARMY): W91CX9 MILCODE: MSH APOD: OOMA

ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN FOR SEEB, OMAN.

MAZAR-E-SHARIF

APOE: DOVER DODAAC: W91D00 MILCODE: MZR APOD: OAMS

FROM CONUS, ROUTE ALL SHIPMENTS VIA AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN AB, GERMANY TO INCIRLIK, TURKEY FOR TRANSSHIPMENT TO UTSK (KARSHI-KHANABAD). SPECIAL NOTES: DO NOT SEND WWX SHIPMENTS DIRECTLY INTO MAZAR-E-SHARIF.

PSAB (PRINCE SULTAN AIR BASE)

APOE: DOVER DODAAC (AIR FORCE): FB4833 DODAAC (ARMY): W81GXJ
MILCODE: AKH APOD: OEPS

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN. THIS IS FOR PSAB ORGANIZATIONS AND APPROVED EXCEPTIONS (ARMY) ONLY, NOT USMTM, ESKAN VILLAGE OR AFFILIATED ORGANIZATIONS.

QANDAHAR

APOE: DOVER DODAAC (AIR FORCE): FB5806 DODAAC (ARMY): W91DX3 MILCODE: KDH APOD: OAKN

ROUTE ALL SHIPMENTS VIA AMC ONLY FROM DOVER AIR FORCE BASE, DELAWARE TO DOHA, QATAR. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN FOR DOHA. FOR COALITION HAZARDOUS/AMMUNITION (I.E., 1.1/1.2) SHIPMENTS, SHIP THROUGH INCIRLIK-KARSHI KHANABAD DUE TO STORAGE DIFFICULTIES AT DOHA. SPECIAL NOTES: RECOMMEND YOU DO NOT SEND WWX SHIPMENTS DIRECTLY INTO QANDAHAR. HOWEVER, DHL HAS A ONCE A WEEK MISSION AT THE PRESENT TIME ON SATURDAYS TO QANDAHAR FROM SWA.

SEEB

APOE: DOVER DODAAC: FB4555 MILCODE: MCT APOD: OOMS

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN OR WWX FROM VARIOUS BASES. ROUTING OF CARGOES THROUGH BAHRAIN INTERNATIONAL IS NO LONGER APPROVED AND WILL HAMPER TIMELY DELIVERY OF ITEMS TO ULTIMATE CONSIGNEES. AS AN ALTERNATIVE TO FACILITATE CARGO MOVEMENT, CARGO CAN BE SENT TO OTBD (DOHA) FOR TRANSSHIPMENT TO OOMS (SEEB).

SHAIKH ISA

APOE: NORFOLK DODAAC: FB 4828 MILCODE: HAS APOD: OBBI

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM NORFOLK TO BAHRAIN FOR LINE HAUL MOVEMENT TO OBBS. FROM EUROPE ROUTE ALL CARGO THROUGH RAMSTEIN FOR SHIPMENT TO BAHRAIN OR AS AN ALTERNATIVE FOR PRIORITY CARGO TO FACILITATE CARGO MOVEMENT, CARGO CAN BE SENT TO OOMS (SEEB) OR OTBD (DOHA) FOR TRANSSHIPMENT TO OBBI (BAHRAIN).

SHAMSI, PK

APOE: DOVER DODAAC (ARMY): W91DXL MILCODE: OP4 APOD: OPB1

ROUTE ALL SHIPMENTS VIA AMC ONLY FROM DOVER AIR FORCE BASE, DELAWARE TO DOHA, QATAR. FROM EUROPE, ROUTE ALL CARGO THROUGH RAMSTEIN FOR DOHA.

THUMRAIT

APOE: DOVER DODAAC: FB 4668 MILCODE: TTH APOD: OOTH

FROM CONUS, ROUTE ALL SHIPMENTS VIA WWX OR AMC FROM DOVER AIR FORCE BASE, DELAWARE. FROM EUROPE, ROUTE ALL SHIPMENTS THROUGH RAMSTEIN OR MILDENHALL. TO FACILITATE CARGO MOVEMENT, CARGO CAN ALSO BE SENT TO OOMS (SEEB) FOR TRANSSHIPMENT.

PART VII POINT OF CONTACTS (POCS) FOR MINISTRY OF DEFENSE AND AVIATION (MODA) APPROVAL FOR CARGO DESTINED TO THE KINGDOM OF SAUDI ARABIA (KSA): UNTIL THE FOREIGN CLEARANCE GUIDE (FCG) IS UPDATED, SUBMIT PRIOR APPROVAL REQUESTS TO JOINT TASK FORCE-SOUTHWEST ASIA, LOGISTICS DIRECTORATE (JTF-SWA/J4). CONSULT FCG FOR GUIDANCE. POC S FOR PRIOR APPROVAL REQUESTS:

(1) JTF-SWA/J4 DEPUTY DIRECTOR OF LOGISTICS, E-MAIL: CFACC.C4.JMC.DIR2@PSAB.AF.MIL DSN: 318-434-9022

(2) MUNITIONS/CLASS 1 (JTF-SWA/J4 AMMO) E-MAIL: JTF-SWA.J4.AMMO@PSAB.AF.MIL DSN: 318-434-3698

(3) MEDICAL SUPPLIES (JTF-SWA/SGL E-MAIL: JTFSWA.SGL@PSAB.AF.MIL AND JTF-SWA/SGXO.MEDICAL.OPERATIONS@PSAB.AF.MIL DSN: 318-434-9095

(4) VEHICLES/MATERIALS HANDLING EQUIPMENT/ALL OTHER ROLLING STOCK (JTF-SWA/J4 VEHICLE MANAGEMENT) E-MAIL: JTFSWA.J4.VEHICLE@PSAB.AF.MIL DSN: 318-434-3696/9711

(5) HAZARDOUS MATERIALS/DANGEROUS GOODS, WEAPONS, COMPUTERS AND RELATED EQUIPMENT, AND ELECTRONIC/SCIENTIFIC/TECHNOLGY SYSTEMS (JTF-SWA/J4 CARGO) E-MAIL: CFACC.C4.JMC.TMO1@PSAB.AF.MIL DSN: 318-434-3691

PART VIII IN ADDITION TO FCG GUIDANCE, THE KSA MODA REQUIRES THE FOLLOWING AS PART OF THE APPROVAL PROCESS FOR GENERAL CARGO:

(1) THE EQUIPMENT TECHNICAL INFORMATION, (2) THE EQUIPMENT USAGE, (3) THE EQUIPMENT PLACE OF USAGE, (4) PICTURE OF THE ITEM.

2. POC'S FOR THIS MESSAGE ARE HQ USCENCOM J4-M, LT COL SHERRILL AND MSGT MCDONALD AT DSN 651-5839; CENTAF A4/LGT, LT COL PAPUCCI AND SMSGT RORIE AT DSN 965-4404/4410; ARCENT (CFLCC), LTC ARIAIL AT DSN 318-438-7093, AND THE CFACC/JMC, LT COL PEARSON AT DSN 318-434-9022.//

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APPENDIX P

USING THE AIR MOBILITY COMMAND (AMC) GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM (GATES) FOR PASSENGER RESERVATIONS

1. General. Department of Defense (DOD) Transportation Offices and authorized DOD Commercial Ticket Offices book passengers and pets on AMC Category B (Patriot Express) and Category M (military planes) by using AMC's passenger reservation system, GATES.

2. Procedures. Booking reservations involves accessing GATES flight displays, selecting a flight that satisfies a passenger's requirements, and booking the reservation. If seats are not available, the request should be placed in hold in GATES.

3. This Appendix provides a quick passenger reservation reference. It does not include all the functions/commands available in GATES. Contact a Passenger Reservation Center (See Figure 103-1) if the reservation requires additional action not covered in the Appendix.

4. Single Passenger Requests. Procedures to book/make changes for a single passenger with or without a pet involves:

- a. Select a Mission for Booking. (Table P-1)
- b. Booking an Individual Passenger. (Table P-2)
- c. Cancel a Reservation. (Table P-3)
- d. Book a Passenger with a Pet. (Table P-4)
- e. Rebook an Individual. (Table P-5)
- f. Cancel Pet. (Table P-6)
- g. Convert a Single Passenger to a Group. (Table P-7)
- h. Placing a Passenger on Hold. (Table P-17).

5. Group Requests. A group consists of two or more people and may be a family or a unit. To add a pet (Permanent Change of Station passengers only), see items 15-23 in Table P-4). Procedures to book/make changes/apply names to a group involves:

- a. Booking a Reservation for a Group with Names. (Table P-8)
- b. Place a Group without Names Available on Hold. (Table P-9)
- c. Update Group Quantity. (Table P-10)
- d. Apply Names to a Group. (Table P-11)

- e. Book a Group Currently on Hold. (Table P-12)
 - f. Book Return/Follow on Reservation. (Table P-13)
 - g. Substitute Group Leader. (Table P-14)
 - h. Delete a Group Member. (Table P-15)
 - i. Convert Group to Single Passenger. (Table P-16)
 - j. Placing a Passenger on Hold. (Table P-17)
6. See Figure P-2 for examples of GATES reservation request responses, i.e., reservation confirmation, cancellation, request in hold, and non-availability of AMC airlift. See Appendix G for a list of GATES response codes.

Table P-1. Select a Mission For Booking

Scenario: You have been asked to locate a mission from Ramstein (RMS) to Aviano (AVB).

1. Double-click the **GATES** icon.
(Or Start | Programs | GATES Application).
The GATES login window appears.
Login is **your logon**.
Password is **your password**.
2. Select **Applications | Passenger / Mission Ops**.
The Passenger Mission Ops application will open, from here you select that area of Passenger/Mission Ops with which you want to work.
3. Select **Passenger/Mission Ops | Reservations**.
GATES displays the Passenger Processing window with the first field of the Channel box of the Mission Availability tab in focus.
GATES defaults the Start Date field to the current date on the PC and defaults the Constraint field to B (cannot leave before Start Date).
The top row of the Passenger Processing window contains information for the passenger being processed against a specified mission. This top row must be populated with the passenger's information for changes to be made.
The bottom section contains 8 tabs. These tabs are used to enter data into the database for the passenger whose name populates the top row.
The Mission Availability tab contains search criteria for retrieving missions from the database as well as other reference information. The returned information is displayed in a list box located on the Mission Availability tab.
4. In the first Channel field enter **RMS** (this is the APOE). (three character code)
5. Tab to the second Channel field and enter **AVB** (this is the APOD).
To see a valid list of destination AP codes, **double click** on the APOD field.
If the destination AP code you entered is not valid for the embarkation AP, GATES asks whether or not to display a list of valid APODs for the APOE entered.
6. Press the **Tab** key.
7. Change the Start Date to current date e.g. **17 SEP 2001**.
To ensure all missions that meet your criteria are listed, you should enter the Start Date with the day before you wish to travel and the End Date field with the day after you wish to travel.
8. Press the **Tab** key.
When you leave the Start Date field, GATES defaults the End Date to equal Start Date + 10 days (**27 SEP 2001**).
9. Change the End Date field to **30 SEP 2001**.

Table P-1. Select a Mission For Booking

10. Press the **Enter** key.

GATES returns a list of all missions which fit the criteria entered.

GATES populates the channel fields on the top row with the selected channels.

For a mission to be listed on this window, the Allocated Seats field on the Channel Update tab of the Mission Processing application must be greater than 0. This is covered in more detail in Section 4 of this unit.

The Mission ID field is normally displayed with the short mission number. Double-click on the mission number and the short mission number is expanded to the long mission number. Click again on the mission number and the short mission number is returned.

GATES provides sort options on most fields. Click once on a field header and the field will be sorted in descending order. Click again on the same field header and the field is sorted in ascending order.

The lock symbol that appears next to a mission indicates that the manifest for this segment of the mission is locked. No lock symbol indicates that the manifest for this segment is unlocked.

For the PRC to work with a mission, that mission manifest must be unlocked.

For the Port to work with a mission, that mission manifest must be locked.

11. Select Mission ID e.g., **UQB09T100021 (09T10)**, for example.

Even if only one mission is returned during the search criteria, you must click on this mission in order to select the mission. Once selected, the mission number populates the Mission ID field on the top row.

The Mission ID field and the Channel fields on the top row must be populated before a passenger or a group can be booked or placed on hold.

Note: When you first receive the missions, the short mission number contains 5 characters. When you expand this field, then shrink it again, the resulting short Mission ID contains 4 characters.

12. Select **Activities | Mission Get**.

GATES displays a read-only window showing all passenger channels (segments) on the mission and the related seat and pet space availability.

GATES also shows the counts for reserved seats, for seats booked to LPP (Low Priority Passengers), and for seats allowed to be overbooked.

13. Click the **OK** button to close the Mission Get window.

Many areas within GATES contain what is known as field sensitive help. Click in the field you require assistance with then click the F1 key. If you are unsure what a field is used for or what information is used in this field, the field sensitive help can show you these items.

| Table P-2. Booking an Individual Passenger | |
|--|--|
| Continued from previous scenario. You should be on the Mission Availability tab in the Passenger Processing window with the mission from Table 1 selected. | |
| Scenario: A passenger calls you and requests to travel on an AMC mission from Ramstein to Aviano. | |
| 1. Click the Pax Resv tab. | <p>The ID Type field defaults to S for Social Security Number.</p> <p>You could also use Z for Pseudo, or P for Passport.</p> |
| 2. Click on the ID Type picklist to view the different options available. | Leave the ID Type with the default value of “S”. |
| 3. **Enter, for example: SSAN: 111 22 0011 in the Person ID field. | |
| 4. Press the Tab key. | <p>If the passenger has traveled sometime during the past 12 months, their information will populate the fields on the Pax Resv tab. If the information is in the system, you should always do a quality control check to ensure that the Name, Rank, and Person ID number are correct.</p> <p>If the information is not in the system, you will need to add it at this time.</p> |
| 5. The passenger informs you that he/she has been promoted to Lieutenant Colonel. | <p>Update the following changes.</p> <p>Rank: LTC</p> <p>Travel Priority: 2 (Urgent, Deadline Arrival)</p> <p>Travel Type: PT (Military TDY)</p> <p>Account Code: N (Not known)</p> <p>Seat Preference: Leave Blank at this time</p> <p>Lock/Unlock radio button: Unlock (Default)</p> <p>Routing ID: YOUR ROUTING ID</p> <p>Source: T (Telephone)</p> <p>Reason: GATES fills in the Reason field once the Book activity is completed</p> |
| 6. Select Activities Book or select the Book icon. | |

Table P-2. Booking an Individual Passenger

7. Click the **OK** button when notified that the Book Pax activity was successful.
GATES changes the status on the top row to BOOKED.
GATES generates a UCN for each passenger.
A UCN is generated as follows:
Positions 01 – 02 = First and last initials of the passenger.
Positions 03 – 06 = Last 4 numbers of the Person ID of the passenger.
Positions 07 – 08 = Last 2 numbers of the fiscal year travel is performed.
Positions 09 – 11 = Local Aerial Port Code of booking site.
Positions 12 – 14 = A GATES generated number, this number is 000 for each passenger. However, if another booking in GATES is accomplished with a passenger with the same initials, the same last 4 of the Person ID, traveling in the same year from the same APOD, positions 12 – 14 will become 001. Each additional booking increment increase the last three positions by one.
GATES changes the Transaction Reason field to Passenger Reservation Request.
GATES populates the Channel, Start Date, End Date, and Constraint fields located on the far right side of the window.
GATES sends a message to the organization identified by the Routing ID confirming the booking activity for this passenger. (See Figure P-1).

| Table P-3. Cancel a Reservation | | |
|---|-----------|----------|
| Continued from previous scenario. You should be on the Pax Resv Tab with your passenger's name populating the top row. | | |
| Scenario: The passenger calls and informs you that his TDY has been postponed and he needs to cancel the reservation. | | |
| 1. Click on Activities Cancel . | | |
| 2. Click the OK button when notified that the Cancel Pax activity was successful. GATES changes the status on the top line to CANCELED. GATES changes the Transaction Reason to Reservation Cancellation. GATES sends a message to the organization identified by the Routing ID confirming the cancellation activity. (See Figure P-1) | | |
| 3. Click the Pax List tab. | | |
| 4. **Enter SSAN: for example 111 22 0011 in the Person ID Search Criteria field. | | |
| 5. Press the Enter key. Your passenger's name appears in the list box. | | |
| 6. Select your passenger . Notice the status for this passenger is CANCELED. The Pax List tab is the only area in Pax Msn Ops where you can view cancelled passengers. | | |
| Valid statuses found in this window are: | | |
| BOOKED | GATED | NONAVAIL |
| CHECKED IN | HOLD | |
| SELECTED | PORT HOLD | |
| CANCELED | TEMP HOLD | |

Table P-4. Book a Passenger With a Pet

Scenario: You receive a telephone call from a passenger who wishes to travel from Ramstein to Aviano. This passenger will be PCSing and would like to take his two pets with him. The passenger tells you that he is positive he is taking the cat but not sure of the dog.

1. Select the **Mission Availability** tab.
2. Click the **New Reservation** button.
The New Reservation button will appear once you have already been in the system and have added a person to the database. The New Reservation button clears the top line of the window so a new passenger can be added.
3. Select Mission ID for example: **UQB09T100021 (09T10)**.
Once selected, the Mission ID and the Channels populates the top row.
4. Select the **Pax Resv** tab.
The Pax Resv window appears.
5. **Enter SSAN: for example **113 00 1234** in the Person ID field.
6. Press the **Tab** key.
Since no information is returned, this indicates that this passenger has not traveled in the past twelve months. Therefore, the passenger information needs to be entered.
7. Enter your passenger's first and last names:
Enter **your Last Name** in the Last Name field.
Enter **your First Name** in the First Name field.
8. Press the **Tab** key three times to by-pass the Middle Name and Desig fields.
9. Enter **F** in the Service field for example
GATES automatically populates the Spon SVC field appropriately according to the selection in the Service field.
10. Select **TSG** from the Rank field picklist for example
The Grade field populates automatically according to the selection made in the Rank field.
11. Press the **Tab** key twice to by-pass the SPC field.
The Special Passenger Category field is used to identify a special characteristic of a passenger.
12. Make the following changes:

| | |
|--------------------------|------------------------|
| Travel Priority | 3 |
| Travel Type | PU |
| Account Code | N |
| Seat Required | 1 |
| Seat Preference | A |
| Lock/Unlock radio Button | Unlock |
| Routing ID | YOUR ROUTING ID |
| Source | T |
| Reason | Populated by GATES. |

| Table P-4. Book a Passenger With a Pet | |
|--|--|
| 13. Select Activities Book . | |
| 14. Click the OK button when notified that the Book activity was successful. | |
| 15. Select the Pet tab. | |
| 16. Select Cat from the Species field picklist. | |
| 17. Enter 12 in the Pet Weight field. | |
| 18. Select Activities Book . | |
| 19. Click the OK button when notified that the Book activity was successful. The detailed information about the cat will populate the middle portion of this window. An X will appear in the Pet box located in the upper portion of this window. | |
| 20. Select Dog from the Species field picklist. | |
| 21. Enter 60 in the Pet Weight field. | |
| 22. Select Activities Hold . (Blue Book w/Red hand icon) | |
| 23. Click the OK button when notified that the Hold Pet activity was successful. The detailed information about the dog will populate the middle portion of this window. | |

| Table P-5. Rebook an Individual | |
|---|--|
| Scenario: The passenger from Table 4 calls and informs you that he has been delayed until the first week of February and will need to rebook his flight. | |
| 1. Select the Mission Availability tab. | |
| 2. Enter 30 Jan 2001 as the new TPP Start Date. | |
| 3. Press the Tab key. | The TPP End Date is automatically changed to 09 Feb 2001. |
| 4. Enter 10 Feb 2001 as the new TPP End Date. | |
| 5. Press the Enter key. | |
| 6. Select BQBDHFA00030 (DHFA) for example as the new mission. | The Mission ID field on the top row will display to the new selected mission. The Rebook Icon is now enabled. |
| 7. Select Activities Rebook . | |
| 8. Click the OK button when notified Rebook activity was successful. | |
| | The passenger asks you when he should report for his flight departure. |
| 9. Click the Itinerary tab. | This window is the only area in GATES that shows the Report NLT time. |

| Table P-6. Cancel Pet |
|--|
| Scenario: The passenger you added calls back and informs you that his dog will not be making the PCS trip with him. He would like to remove the dog from hold status. |
| 1. Select the Pet tab. |
| 2. Select the pet line that contains the booking for the Dog . |
| 3. Select Activities Cancel . |
| 4. Click OK when you receive verification that the pet has been cancelled. |

| Table P-7. Convert a Single Pax to a Group | |
|--|---|
| Scenario: A previously booked passenger informs you that he will be traveling with a partner. | |
| 1. | Select the Pax List tab. |
| 2. | Clear the Search Criteria fields. |
| 3. | **Enter SSAN: for example: 121 21 2121 in the Person ID field. |
| 4. | Press the Enter key. Your passenger's name appears in the list box. |
| 5. | Select your passenger , this highlights the passenger's row. Once highlighted, the passenger's name populates the top row. Reminder: The passenger's name must populate the top row in order to update any changes for this passenger. |
| 6. | Select the Pax Resv tab. |
| 7. | Click the OK button when notified that this passenger is already booked on this flight. |
| 8. | Click Activities Convert Single Pax to Group . |
| 9. | Click the OK button. GATES will automatically select and display the Group Resv tab. |
| 10. | Click on Activities Update Group Quantity . |
| 11. | Enter 2 in the Group Qty field. |
| 12. | Click in the Names Available checkbox. |
| 13. | Click the OK button. The Enter Group Member window will appear. |
| 14. | **Enter SSAN: for example: 093 91 7800 in the Person ID field. |
| 15. | Click the Save button. |

Booking Passenger Groups

7. Passenger Processing provides the capability to make reservations for an individual, a group, or a pet. A group consists of two or more people and may be a family or a unit.

8. Booking a group unit involves:

- a. Booking a Reservation for a Group with Names. (Table P-8)
- b. Place a Group without Names Available on Hold. (Table P-9)
- c. Update Group Quantity. (Table P-10)
- d. Apply Names to a Group. (Table P-11)
- e. Book a Group Currently on Hold. (Table P-12)
- f. Book Return/Follow on Reservation. (Table P-13)
- g. Substitute Group Leader. (Table P-14)
- h. Delete a Group Member. (Table P-15)
- i. Convert Group to Single Passenger. (Table P-16)
- j. Placing a Passenger on Hold. (Table P-17)

Table P-8. Book a Reservation for a Group with Names

You should be logged into GATES with the Passenger/Mission Ops | Reservations application selected.

Scenario: You receive a phone call from a NCO requesting a reservation for himself and his spouse. His family will be PCSing from Ramstein to Mildenhall and need to depart sometime between 21 Jan 2001 and 25 Jan 2001.

The cursor should be in the channel field on the Mission Availability tab.

1. Enter **RMS** in the first channel box (APOD).

2. Enter **MHZ** in the second channel box (APOE).

3. Enter **21 JAN 2001** in the Start Date field.

4. Press the **Tab** key.

The Stop Date field defaults to 31 JAN 2001.

5. Enter **25 JAN 2001** in the Stop Date field.

6. Press the **Enter** key.

GATES returns a list of all missions that fit the criteria entered.

GATES populates the Channel fields on the top row with the selected channels.

The lock symbol that appears next to a mission indicates that the manifest for this segment of the mission is locked. No lock symbol indicates that the manifest for this segment is unlocked.

For the PRC to work with a mission, that mission manifest must be unlocked.

For the Port to work with a mission, that mission manifest must be locked.

7. Select Mission ID, for example:**UQB09R700022** (09R70).

Even if only one mission is returned you must click on this mission in order to select the mission.

Once selected, the mission number populates the Mission ID field on the top row.

The Mission ID field and the Channel fields on the top row must be populated before a passenger or a group can be booked or placed on hold.

8. Select the **Group Resv** tab.

9. Select **Activities | Book** or select the Book icon.

The GROUP QUANTITY window appears.

10. Enter **2** in the Group Qty field.

This field contains the total number of seats needed for this group.

11. Check the **Names Available** checkbox.

Leave the Contingency Group checkbox unchecked.

Table P-8. Book a Reservation for a Group with Names

| |
|--|
| 12. Click the OK button. The Enter Group Leader Group Reservation window appears. GATES defaults the ID Type to S (Social Security Number). GATES defaults the Transaction Source to T (Telephone). The Names Applying field indicates 1 of 2. |
| 13. Enter SSAN: for example: 045 67 9012 in the group leader's Person ID field. |
| 14. Press the Tab key. Since the passenger has traveled, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight populate the fields on this window. |
| 15. Make the following updates: Travel Priority: 3 (Urgent, Important) Travel Type: EA (Military Personnel in PCS Status/Accompanied) Account Code: N (Not known) Seat Preference: A (Aisle) Lock/Unlock Radio button: Lock Routing ID: Your routing ID |
| 16. Select the NOK icon. (Yellow Notebook w/NOK written above it). The Next Of Kin Information window appears. |
| 17. Check the Decline or Accept button checkbox. |
| 18. Click the Save button. The Enter Group Member Group Reservation window appears. |
| 19. Enter SSAN: for example: 045 67 9012 in the group member's Person ID field. |
| 20. Press the Tab key. Since the passenger has traveled, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight populate the fields on this window. Also, since this is a group member, the Travel Priority, Travel Type, Account Code, and Routing ID entered for the group leader are displayed for the group member as well. Notice that GATES changed the rank to END, enlisted dependent. |
| 21. Click in the Travel Type field. |
| 22. Choose DA (Family member accompanied by military principle). |
| 23. Click the Save button. The Enter Group Member Group Reservation window disappears. The Group Resv window appears with both members of the group listed. |
| 24. Click the Auto Assign Seats button. GATES searches the seat map for available seats. |
| 25. GATES changes the status of the group to BOOKED . |

Table P-8. Book a Reservation for a Group with Names

26. Enter for example: **Stevenson** in the Last Name Search Criteria field.

27. Press the **Enter** key.

GATES returns all passengers whose last name meets the criteria entered.

A Face Symbol appears to the left of the Group leader's UCN number. This symbol indicates this passenger is a group leader. This symbol is used throughout GATES for this indication.

A Group UCN has been assigned to the group. The Group UCN is the same as the group leader's UCN.

Table P-9. Place a Group without Names Available on Hold

Scenario: You receive a phone call informing you that a group will be flying from Ramstein to Aviano, at present the names in the group is not known. You are asked to set up a reservation for this no-name group.

1. Select the **Mission Availability** tab.
2. Click the **New Reservation** button.
The top row is cleared of all information.
3. Select Mission ID, for example: **UQB09R700022** (09R70).
The Mission ID and Channel information populate the top row.
4. Click the **Group Resv** tab.
5. Select **Activities | Hold** or the Hold icon. (Blue Book w/Red Hand).
The GROUP QUANTITY window appears.
6. Enter **10** in the Group Qty field.
Leave the Names Available and the Contingency Group checkboxes unchecked.
7. Click the **OK** button.
The Routing ID window appears.
8. Select **YOUR ROUTING ID** from the picklist.
9. Click the **OK** button to close the Routing ID window.
After clicking the OK button, you receive a notification window.
GATES generates a No-Name UCN for this group. Write this number down.
10. Click the **OK** button when notified that GATES has generated a no-name UCN.
11. Click the **OK** button when notified that the Hold Group activity was successful.
GATES populates the following fields on the top row: Mission ID number, the APOD and APOE Channels, the UCN, the Group UCN and the Status. The Last Name, First Name and Person ID fields are left blank.
The fields on the Group Resv tab are populated with the Group UCN, the Qty and the Mission ID. The Names applied field indicates 0 of 10.
The status of this group is **HOLD**.

| Table P-10. Update Group Quantity | |
|--|--|
| Scenario: The gentleman calls back and informs you that their child will be accompanying them on this trip. | |
| 1. Select the Pax List tab. | |
| 2. Select your group leader . Your group leader's name populates the top row. | |
| 3. Select the Group Resv tab. | |
| 4. Select Activities Update Group Quantity . The GROUP QUANTITY window appears. | |
| 5. Enter 3 in the Group Qty field. | |
| 6. Check the Names Available checkbox. Leave the Contingency Group checkbox unchecked. | |
| 7. Click the OK button to close the GROUP QUANTITY window. GATES displays the Enter Group Member window. | |
| 8. Click the Show Members button to view those members who have already been booked for this group. GATES displays the Show Members window with one row of data for each member already added to this group. | |
| 9. Click the OK button to close the Show Members window. | |
| 10. Enter SSAN: for example: 245 67 9012 in the Person ID field. | |
| 11. Press the Tab key. Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields populate this window. Also, since this is a group member, the Travel Pri, Travel Type, Account Code and Routing ID entered for the group leader is displayed for the group member. | |
| 12. Change the Travel Type to DA. | |
| 13. Click the Save button. GATES closes the Enter Group Member Group Reservation window and displays the Group Resv tab. Notice, however, that this passenger does not have a seat assigned. The Automatic Seat Assignment button can be used only once. When this group was first booked the Automatic Seat Assignment button was used to assign seats for both members. Once the button is used, it is then disabled. When additional group members are added, their seat assignments must be assigned manually. In order to update an individual group member, their name must populate the top row. When you are adding seats for children and spouses you should attempt to keep these seats in the same area. Since this new booking is for a child, write down the seats for the parents. | |
| 14. Highlight the new member's Person ID number. (245 67 9012) | |

| Table P-10. Update Group Quantity | |
|---|---|
| 15. Select Edit Copy . | Or depress the Ctrl key then without releasing the Ctrl key, click the letter C. This copies the Person ID to a clipboard within the computer memory bank. |
| 16. Select the Pax List tab. | |
| 17. Clear all Search Criteria fields. | |
| 18. Click in the Person ID field to bring this field into focus. | |
| 19. Select Edit Paste . | Or depress the Ctrl key then without releasing the Ctrl key, click the letter V. This pastes the copied information into the field currently in focus. |
| 20. Press the Enter key. | Your passenger's information is displayed. |
| 21. Select your passenger . | Once highlighted, the passenger's detailed information populates the top row. |

Table P-11. Apply Names to Group

Scenario: You receive a telephone call informing you that the no-name group you added earlier has been changed. There will only be 3 members traveling. The names of these 3 members are available.

1. Select the **Pax List** tab.
2. Clear all **Search Criteria** fields.
3. Enter ****nonm** in the UCN Search Criteria field.
Make sure you include the ****** at the beginning of the UCN.
All No-Name groups begin with ****nonm**.
4. Press the **Enter** key.
All no-name groups are displayed.
5. Select your **No-Name** group.
This is the group you added previously. You should have written down the Group UCN number.
Once selected, the No-Name Group reservation populates the top row.
6. Select the **Group Resv** tab.
7. Select **Activities | Update Group Quantity**.
The **GROUP QUANTITY** window appears.
8. Enter **3** in the Group Qty field.
9. Check the **Names Available** checkbox.
10. Check the **Contingency Group** checkbox.
11. Click the **OK** button.
The **GROUP QUANTITY** window disappears.
The Enter Group Leader Group Reservation window appears.
12. Enter SSAN: for example: **611 22 0011** in the group leader's Person ID field.
13. Press the **Tab** key.
Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields are populated on this window.
14. Update the following fields:

| | |
|---------------------------|--------------------------------------|
| Travel Priority: | 2 (Urgent (Deadline Arrival)) |
| Travel Type: | TT (Travel Team Integrity) |
| Account Code: | N |
| Seat Preference: | A |
| Lock/Unlock Radio Button: | Lock |
| Routing ID: | YOUR ROUTING ID |
15. Click the **Save** button.
16. Click the **OK** button when notified that the Apply Name to Group activity was successful.
The Enter Group Member Group Reservation window appears.

Table P-11. Apply Names to Group

| |
|--|
| 17. Enter SSAN: for example: 034 56 9012 in the Person ID field for the first group member. |
| 18. Press the Tab key. Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields are populated on this window. Also, since this is a group member, the Travel Pri, Travel Type, Account Code, and Routing ID fields entered for the group leader are displayed for the group member. |
| 19. Click the Save button. The information is saved to the database and a second Enter Group Member Group Reservation window appears. |
| 20. Enter SSAN: for example: 070 80 9321 in the Person ID field for the second group member. |
| 21. Press the Tab key. Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields are populated on this window. Also, since this is a group member, the Travel Pri, Travel Type, Account Code, and Routing ID fields entered for the group leader are displayed for the group member. |
| 22. Click the Save button. Since all three members of the group have been added, GATES removes the Enter Group Member Group Reservation window and returns the user to the Group Resv tab. |
| 23. Select the Pax List tab. The search results for the no-name group should still be displayed. Notice the status for the no-name group has changed to CANCELED. |

| Table P-12. Book a Group Currently on Hold | |
|--|---|
| Scenario: The group leader for the contingency group approaches your counter and asks that his group be changed from Hold to Booked status. | |
| 1. | Clear all Search Criteria fields. |
| 2. | Enter 611 22 0011 in the Person ID field. |
| 3. | Press the Enter key. Your group leader information is displayed. |
| 4. | Select your group leader . Once highlighted, the group leader's information populates the top row. |
| 5. | Select the Group Resv tab. |
| 6. | Select Activities Book or the Book icon. (Blue Book icon). |
| 7. | Click the OK button when notified that the Book Group Activity was successful. The status for this group has changed to BOOKED. |

Table P-13. Book Return/Follow-on Reservation

Continued from previous item. You should be on the Group Resv tab with the group leader you have been working with populated on the top row.

Scenario: The group leader tells you he needs to book a follow-on flight from Mildenhall to Aviano for 30 JAN 2001.

1. Select the **Mission Availability** tab

2. Enter **MHZ** in the first channel box (APOD).

3. Enter **AVB** in the second channel box (APOE).

4. Enter **29 JAN 2001** in the Start Date field.

To ensure all missions are found you should always search the day before and the day after the date you want to travel.

5. Press the **Tab** key.

The Stop Date field will default to 08 FEB 2001.

6. Enter **02 FEB 2001** in the Stop Date field.

7. Press the **Enter** key.

A list of all missions, which fit the criteria entered, is displayed.

8. Select Mission ID, for example, **BQBDHFB00030** (DHFB).

9. Select **Activities | Book Return / Follow-on Flight**.

10. Click the **OK** button when notified that the Book Return Flight activity was successful.

11. Select the **Pax List** tab.

12. Clear the **Search Criteria** field.

13. Enter SSAN: **611 22 0011** in the Person ID field.

14. Press the **Enter** key.

Two booked reservations are returned.

This group now has two reservations; the first from RMS to MHZ on January 22, 2001 and the second from MHZ to AVB on January 30, 2001.


| Table P-14. Substitute Group Leader | |
|---|--|
| Continued from previous section. You should be on the Pax List tab with the group leader you have been working with populated on the top row. | |
| Scenario: The group leader you have been working with notifies you that there is a chance he will be replaced for this mission. He would like to substitute one of his group members to act as the group leader in his place. | |
| There are three different ways to substitute; two of the ways will be demonstrated in this Table, the third way will be explained at the end of this Table. | |
| To substitute an existing group member with the current group leader follow steps 1 – 4. | |
| 1. Select the Group Resv tab. Your group leader should still populate the top row. | |
| 2. Select Person ID 034 56 9012 , the group member who will be taking over as the group leader. | |
| 3. Select Activities Substitute . | |
| 4. Click the OK button when notified that the Substitute Group activity was successful. The group leader and the group member selected have switched places. The Group UCN has changed to indicate the new group leader. | |
| To Substitute the current group leader with a new group leader follow steps 5 – 13. | |
| 5. Click on the group leader . This should deselect all group members. This activity will not work properly if any group members are selected. | |
| 6. Select Activities Substitute . The Enter Group Leader Group Reservation window appears. | |
| 7. Enter 908 22 4567 in the Person ID field. | |
| 8. Press the Tab key. Since the passenger has traveled recently, the Last Name, First Name, Service, Rank, Grade, Spon Svc, and if available Blood Type, Gender and Weight fields are populated on this window. | |
| 9. If the Travel Pri is not 2 select this choice from the picklist. | |
| 10. If the Travel Type is not TT select this choice from the picklist. | |
| 11. If the Routing ID is not YOUR ROUTING ID select this choice from the picklist. Team integrity is very important to maintain. | |
| 12. Click the Save button. | |

| <p>Table P-14. Substitute Group Leader</p> |
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| <p>13. Click the OK button when notified that the Substitute Group activity was successful.</p> <p>The old group leader has been deleted from the group and the new group leader has been added.</p> <p>The Group UCN has changed to indicate the new group leader.</p> |
| <p>The third way to use the substitute activity is to substitute a new group leader for the old group leader without deleting the old group leader. This is accomplished by adding the new group leader as a new group member, then substituting this new group member for the group leader as you did in steps 1 – 4.</p> |

| Table P-15. Delete a Group Member |
|---|
| Continued from previous section. You should be on the Group Resv tab with the group leader you have been working with populated on the top row. |
| Scenario: The group leader of the group with which you have been working today contacts you. You are informed that a member of this group cannot make the trip and needs to be deleted from the group reservation. |
| 1. Select 611 22 0011 , the group member who is to be deleted from the group. |
| 2. Select Activities Delete Group Member (s) . |
| 3. Click the Yes button when asked if you are sure you want to delete this member. |
| 4. Click the OK button when notified that the Delete Group Member activity was successful. The group member is deleted; however, the Names Applied field still indicates 2 of 3. |
| 5. Select Activities Update Group Quantity . The GROUP QUANTITY window appears. |
| 6. Enter 2 in the Group Qty field. Leave the Names Available and the Contingency Group checkboxes unchecked. |
| 7. Click the OK button to close the GROUP QUANTITY window. GATES returns you to the Group Resv tab and the Names Applied field indicates 2 of 2. |

| Table P-16. Convert Group to Single Passenger |
|--|
| Continued from previous section. You should be on the Group Resv tab with your group leader in focus. |
| Scenario: The group leader you have been working with contacts you and informs you that the need for a group on this trip is not necessary. He will be taking this trip by himself. |
| 1. Select 070 80 9321 , the remaining group member that needs to be deleted. |
| 2. Select Activities Delete Group Member (s) . |
| 3. Click the Yes button when asked if you are sure you want to delete this member. |
| 4. Click the OK button when notified that the Delete Group Member activity was successful. The group member is deleted; however, the names applied field still indicates 2 of 2. |
| 5. Select Activities Convert Group To Single Pax . |
| 6. Change the Travel type to PT (Authorized or Directed Air Travel of Military Personnel in TDY/TAD Status). |
| 7. Click the Save button. |
| 8. Click the OK button when notified that this passenger is already booked on this flight. |
| 9. Select the Pax List tab. |
| 10. Clear the Search Criteria fields. |
| 11. Enter 908 22 4567 , the only remaining member of your group, in the Person ID field. |
| 12. Press the Enter key. Notice that the Group UCN and the group symbol have been removed. This passenger is no longer a group leader. |

| Table P-17. Placing a Passenger on Hold |
|--|
| Scenario: A passenger is placed on hold if there are no missions or seats available that meet the passenger's travel needs. |
| 1. Select Passenger/Mission Ops, Reservations from the GATES Main menu. |
| 2. Complete the following fields in their entirety. Press the Tab key to move through the fields. If additional assistance is needed, press Shift+F1 for context sensitive help. Channel group box APOE APOD TPP group box Start Date End Date |
| Note: When tabbed into, the TPP End Date field defaults to 10 days after the start date. This date may be modified to reflect the desired timeframe for TDY travel, etc. The timeframe cannot be more than 31 days after the start date. |

| Table P-17. Placing a Passenger on Hold | |
|--|--|
| 3. Press Tab or Enter . | The requested channel displays in the Channel field of the ID panel and all available missions for the requested timeframe (TPP Start Date - TPP End Date) indicated displays in the List panel. A prompt box indicates, “There are no potential missions.” |
| 4. Press the OK button. | |
| 5. Select the Pax Resv tab. | The Pax Resv tab defaults the ID Type field to “S”. All other fields are blank. |
| 6. Complete the following fields in their entirety. Press the Tab key to move through the fields. If additional assistance is needed, press Shift+F1 for context sensitive help. | Person ID Last Name First Name Service Rank Travel Priority Type Spon Svc Account Code Routing ID Transaction Source |
| 7. Click the Hold icon  or select Hold from the Activities menu. | |
| 8. Click the OK button. | The Status field in the ID panel displays “HOLD”. The Channel and TPP group boxes of the tab also populate. The Transaction Reason field automatically populates with an explanation. The Pax List tab can also be checked to verify the selected passenger’s mission status. |
| 9. Select the Pax List tab. | The cursor defaults to the Person ID field. All fields are blank. |
| 10. Type in the search criteria information of the person you wish to view in the appropriate field of the Search Criteria pane. | |
| 11. Press Enter . | |

Examples of GATES E-Mail Confirmation Messages by Type of Action

1. Booked passenger

PAX: CASADO ERNEST RNK: SA STS: 001 TT: PU SS: NZ RIC: 123456789 PETS: 0
CHANNEL: NGU-NAP CAT:B REPORT NLT:1115 29JUL01
FLT: BKBWE17 DEP: NORFOLK NS NORFOLK VA 1335 29JUL01
ARR: CAPODICHINO NAPLES IT 0920 30JUL01

2. Cancelled passenger (Indicated by response code “B” at end of line (See Appendix G)

BAERWALD KATH2LT001 RMSSUUDOLFZ06160C198062742649 B

3. Passenger in a “hold” status in GATES (Indicated by response code “H” at end of line (See Appendix G)

USEL RUDOLF SR 001 LAXDNA3PUNZ08216B220259557747 RULSGMD H

4. Non-Availability (Indicates cancellation of reservation due to the non-availability of AMC service during the travel period requested by response code “Y” at end of line) (See Appendix G)

RUTHERFORD CHCPT001 ATLFRF3PTFZ08236B246BLVFRF TESTMAL Y

Figure P-1. Examples of GATES E-Mail Confirmation Messages by Type of Action

The screenshot shows the 'Pax man ops - Unclassified' application window. The 'Passenger Processing' tab is active, displaying a table with passenger information. The first row shows 'RUTHERFORD STEVEN' with 'Person ID' 333225555, 'Mission ID' blank, 'Channel' ATL FRF, 'UCN' SR555501BLV00F, 'Group UCN' blank, and 'Status' NON AVAIL. Below the table, there are various input fields for passenger details, including 'ID Type', 'Person ID', 'Last Name', 'First Name', 'Middle Name', 'Design', 'Service', 'Rank', 'Grade', 'SPC', 'Travel Priority', 'Type', 'Spon Svc', 'Account Code', 'Seat', 'Preference', 'Routing ID', 'Transaction', 'Source', 'Reason', 'Travel Ready', 'Date', 'Time', 'Origin', 'City', 'State', 'Country', 'Destination', 'City', 'State', 'Country', 'ULN', 'Specialty', 'Blood Type', 'Gender', 'Weight', 'Ranks', 'NOK', 'Total Changes', 'Boarding Gate', and 'Seat'. The 'Reason' field is highlighted with a red box and contains the text 'PCS-W-Issued because of...'. The 'Status' field is also highlighted with a red box and contains the text 'NON AVAIL'.

Figure P-2. GATES AMC Non-Availability Screen Example

NOTE: The status box in the upper right hand corner displays “NON AVAIL”. The “Reason” box indicates the reason AMC issued Non-Availability on the request.

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